

## **CITY OF BURBANK**

### **FINANCIAL ANALYST**

#### **DEFINITION**

Under general direction, performs highly technical, administrative, and financial management related duties, including budget planning and analysis, financial modeling, financial planning and analysis, and information systems analysis; prepares reports and recommendations on difficult and complex financial, business, and information systems matters; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Provides technical and financial assistance in the operation of the department; assists in the development of the department's financial management, objectives, policies, and procedures; assists department managers and departmental staff in financial management, accounting, and business planning; assists in financial modeling, financial planning and analysis, reporting, and forecasting; performs revenue analysis, expense analysis, and capital expenditure analysis; conducts special studies compiling statistical and financial data for special and/or regular financial and operational reports; examines and verifies financial information; prepares financial and operational statements, surveys, and administrative reports; investigates, interprets, analyzes and prepares recommendations for new products or services; confers with related staff; may direct and participate in administrative and financial projects as required; responds to citizen and departmental inquiries pertaining to the financial policies and procedures of the department; may supervise employees; and provides technical financial and accounting assistance.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - principles, practices, and techniques of general government or utility finance and accounting, with emphasis on planning, budgeting, finance, reporting, and organizational analysis; organization and utility operations; administrative principles and methods, including goal setting, budget and financial management, performance measurement and best practices; general laws and regulations governing finance and accounting for government or utilities.
- Ability to - communicate effectively, both orally and in writing; interpret, provide assistance, and make decisions in accordance with laws, regulations, and policies; review and analyze a variety of organizational, financial, and administrative problems and make sound policy and procedural recommendations; prepare and present written and oral reports; create financial or accounting spreadsheets or financial reports with the use of personal computer or other financial application software programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's Degree in finance, accounting, business administration or a related field, and three years of progressively responsible finance, accounting, or business experience.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

**Desirable Qualifications:** CPA, MBA or CFA; if the recruitment is for a utility assignment, experience in a public or investor-owned utility.